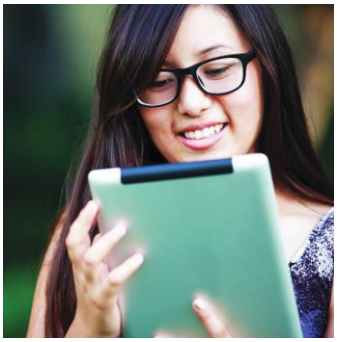
Bookshare

How-to Guide

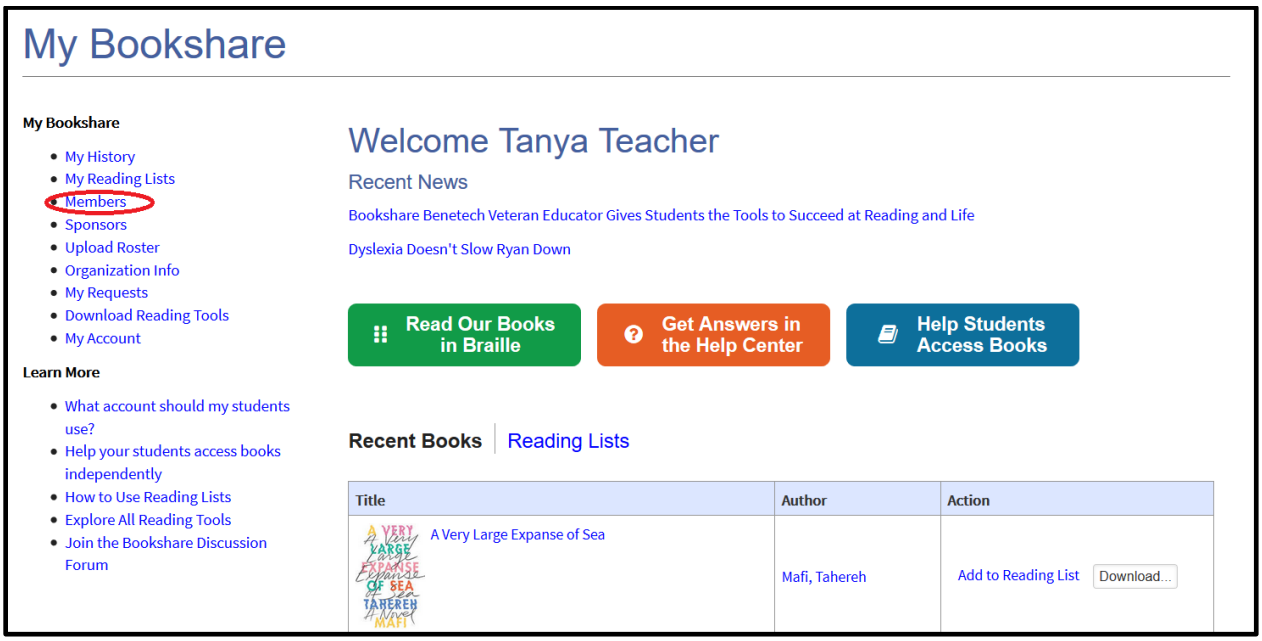
Reports of Members' Bookshare Usage



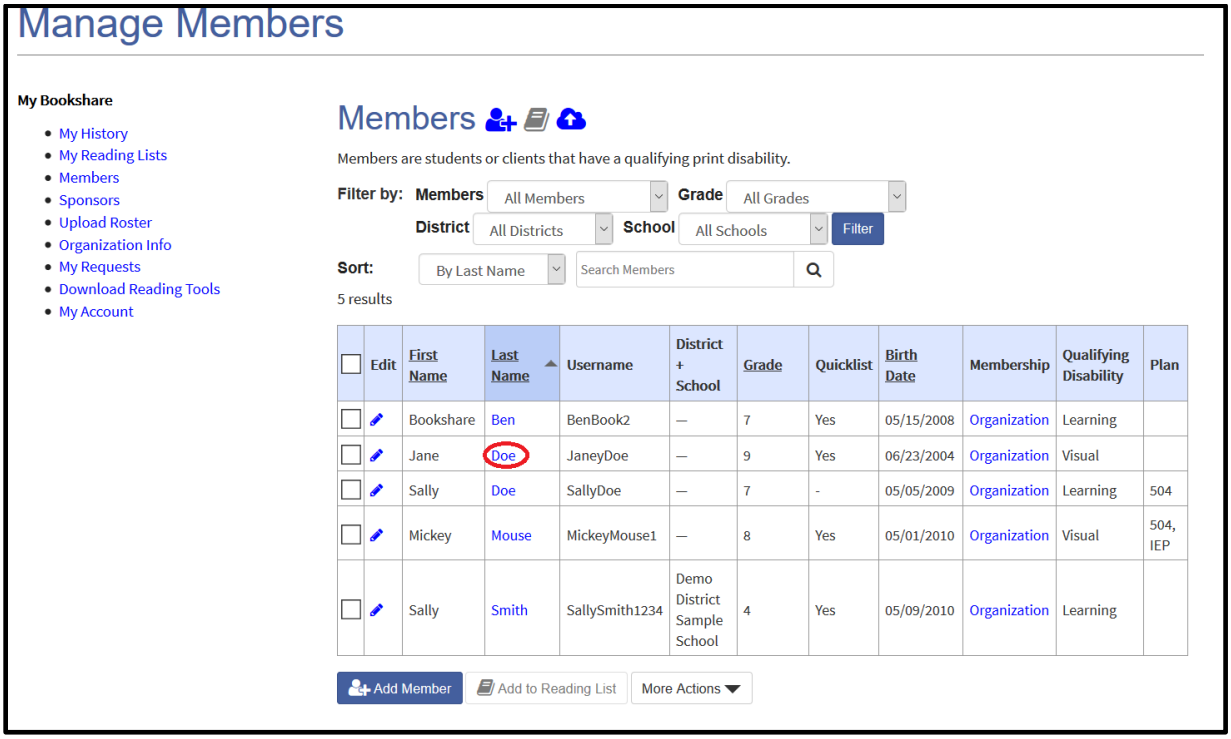
Generate Reports of Members' Bookshare Usage

For a Single Member

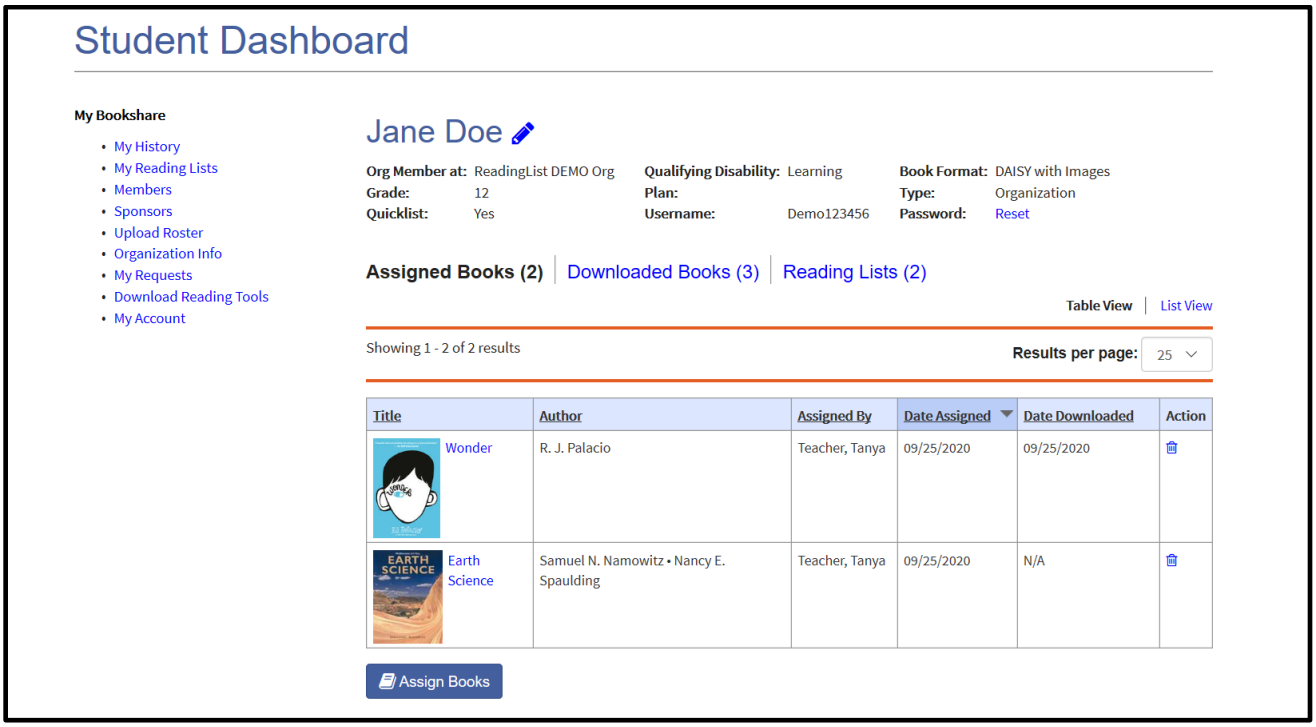
1) Select the "Members" link on your "My Bookshare" page.



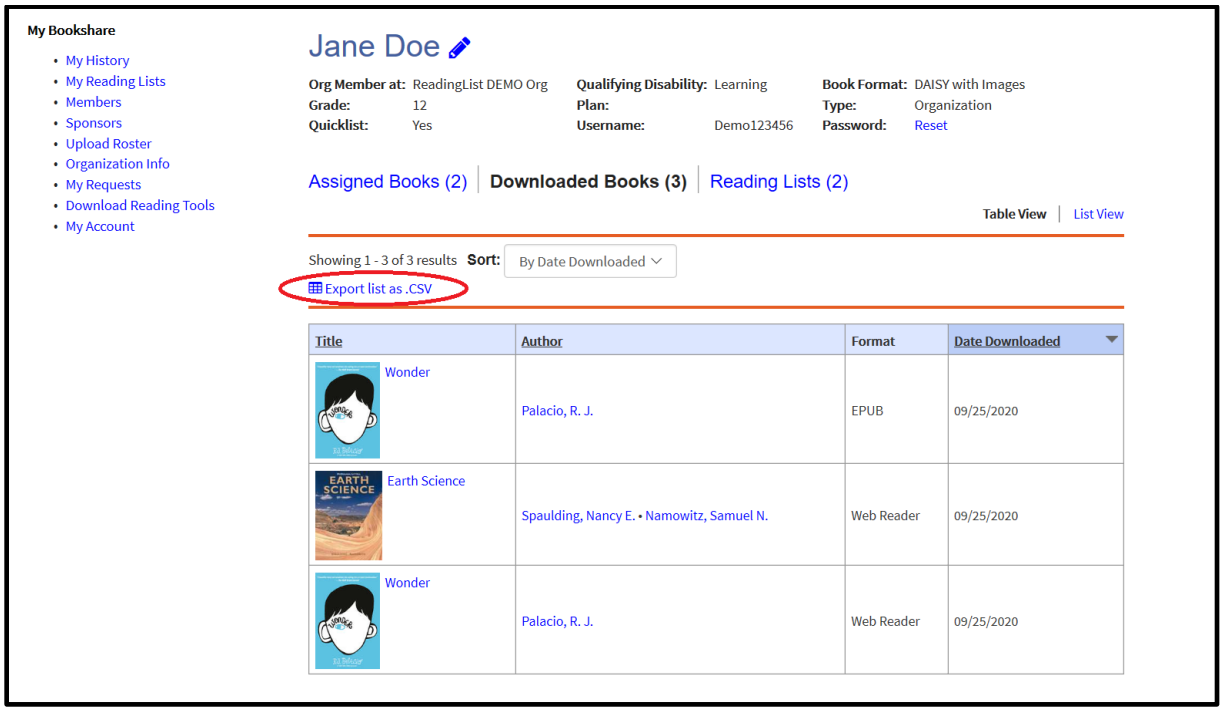
2) Select the last name of a member. This will take you to that member's dashboard.



3) At the top of the page, you will see some basic information about the student. You can edit the member's information by selecting the pencil icon. Below that section, you will find tabs for Assigned Books, Downloaded Books and Reading Lists to which that member is assigned.



4) The Downloaded Books tab lists the titles, dates, and formats of that member's downloaded books. This history can also be exported to a spreadsheet (a .CSV file, which stands for "Comma-Separated Values.") You can open and manipulate the .CSV file in Excel.

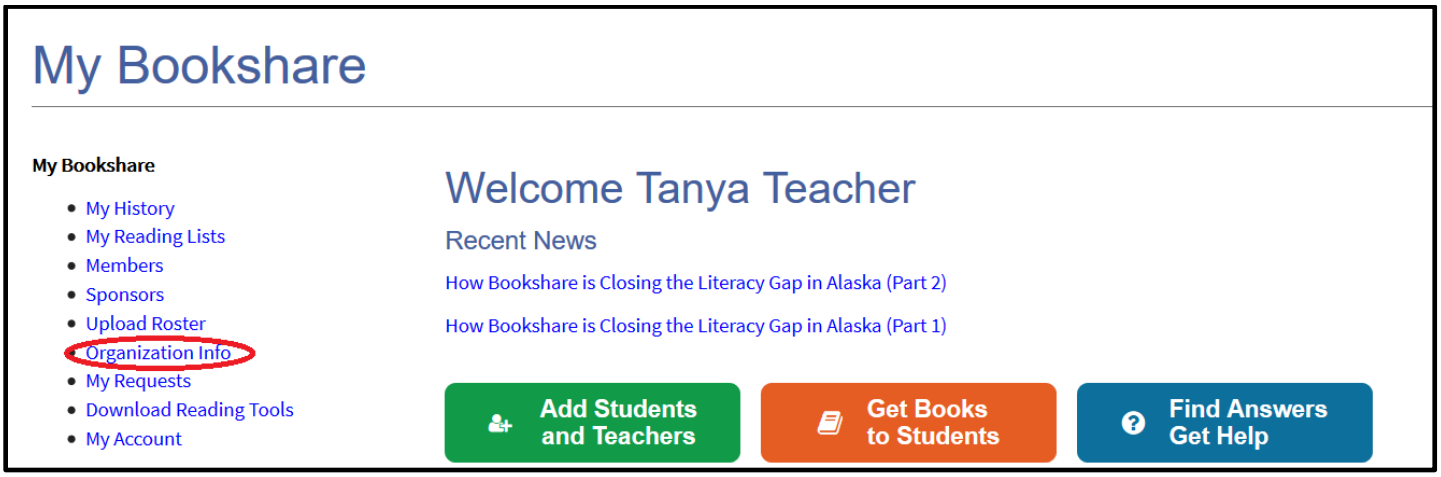


Example of a Member's Download History, exported to a .CSV file

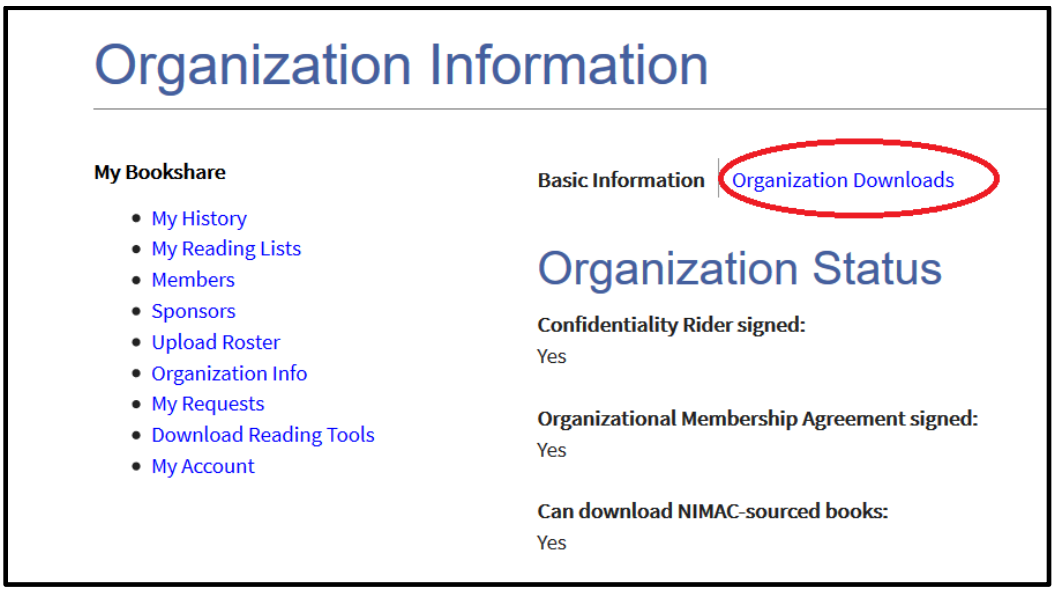
	A	B	C	D	E	F	G
1	District	School	Downloaded By	Recipient	Title	Format	Date Downloaded
2		Palo Alto H	Doe, Jane	Doe, Jane	Wonder	EPUB	9/25/2020 10:39
3		Palo Alto H	Doe, Jane	Doe, Jane	Earth Scier	Web Read	9/25/2020 10:36
4		Palo Alto H	Doe, Jane	Doe, Jane	Wonder	Web Read	9/25/2020 10:35
5							

Download Data for the Organization

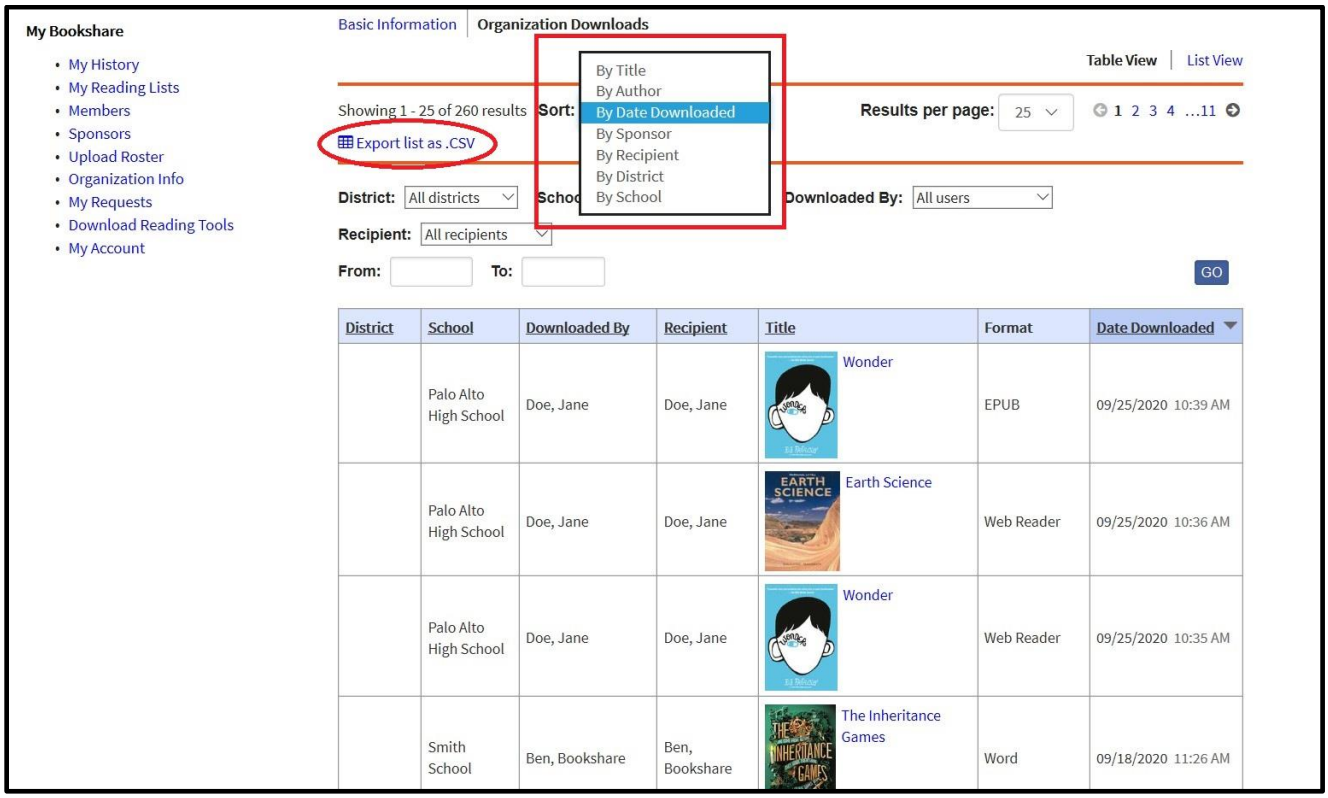
1) On your "My Bookshare" page, select the "Organization Info" link.



2) Select the "Organization Downloads" link.



3) Here you'll find a list of all downloads by or for members on your organizational account. You can sort and/or filter this information by Date Downloaded, Title, Author, Sponsor, Recipient, District, or School. Select the "Export list as .CSV" link to download a spreadsheet of the information.



Example of an Organization's Download History, exported to a .CSV file

	A	B	C	D	E	F	G
1	District	School	Downloaded By	Recipient	Title	Format	Date Downloaded
2			Ben, Bookshare	Ben, Bookshare	Wonder	Web Reader	3/20/2019 14:37
3			Ben, Bookshare	Ben, Bookshare	Hurricane Child	Web Reader	3/20/2019 14:02
4	Demo Dist	Sample Scl	Teacher, Tanya	Teacher, Tanya	Six Steps to Job Search Success	Web Reader	3/15/2019 9:19
5			Ben, Bookshare	Ben, Bookshare	I Spy Fly Guy!	Web Reader	1/23/2019 4:41
6			Teacher, Tanya	Doe, Jane	Harry Potter and the Goblet of Fire	DAISY Text Only	1/11/2019 14:27
7			Teacher, Tanya	Ben, Bookshare	Harry Potter and the Goblet of Fire	EPUB	12/17/2018 15:35
8			Ben, Bookshare	Ben, Bookshare	Harry Potter and the Goblet of Fire	EPUB	12/17/2018 15:35
9			Teacher, Tanya	Ben, Bookshare	A Very Large Expanse of Sea	Word	11/8/2018 11:43
10			Teacher, Tanya	Doe, Jane	City of Ghosts	EPUB	9/12/2018 12:22
11			Teacher, Tanya	Doe, Sally	City of Ghosts	Word	9/12/2018 12:20
12			Teacher, Tanya	Ben, Bookshare	City of Ghosts	MP3 Files	9/12/2018 12:16
13			Teacher, Tanya	Ben, Bookshare	The Darkest Minds	EPUB	8/14/2018 10:59
14			Teacher, Tanya	Student, Sally	Love & Luck	DAISY with Images	5/24/2018 12:19